

TITLE: Senior Center Director

SC/1

DEPARTMENT: Senior Center, Rutherford County

JOB SUMMARY: This position is responsible for the management and development of staff, programs and services offered at the county Senior Center.

MAJOR DUTIES:

- o Oversees the daily management and operations of the Senior Center, including facilities management, staffing, and problem solving.
- o Works with other county departments, community agencies, local businesses, and staff to plan and implement a variety of classes, trips, wellness and health promotion opportunities, social services, educational events, and recreational and leisure programs of interest to the aging population.
- o Oversees the operation of senior center programs including: satellite centers, Home Delivered and Congregate Meals, Health Screenings, transportation, Senior Games, SilverStriders, and Silvershiners.
- o Recruits, trains, supervises, and evaluates personnel.
- o Ensures that centers operate in compliance with federal and state laws and regulations, county ordinances, and department policies and procedures; updates policies and procedures as necessary.
- o Prepares the annual budget; monitors expenditures under the current budget; prepares grant applications.
- o Writes articles for the monthly newsletter.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles, practices, and philosophies of the field of gerontology.
- o Knowledge of available public and private resources for aging services.
- o Knowledge of the techniques used in grant application processes.
- o Knowledge of county ordinances and other regulations, policies, and procedures pertaining to the delivery of aging services.
- o Knowledge of budget preparation and finance.

- o Knowledge of trends and innovations in the management and delivery of aging services.
- o Knowledge of the principles and practices of effective public relations.
- o Skill in developing and implementing leisure/recreational activities, health promotion opportunities, and human services programs for the elderly.
- o Skill in establishing priorities and organizing work.
- o Skill in decision making and problem solving.
- o Skill in management, leadership, and supervision.
- o Skill in operating general office equipment, including a computer, facsimile machine, calculator, copier, and printer.
- o Skill in operating audiovisual equipment.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of goals and objectives. Work is reviewed through conferences, reports, and observation of division activities.

GUIDELINES: Guidelines include county ordinances, applicable state and federal laws and regulations, county personnel policies and procedures, and the *Senior Center Operation's Manual*. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

COMPLEXITY: The work consists of varied duties in administering daily operations of the county senior center and related programs. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to administer the delivery of aging services. Successful performance in this position contributes to the quality of life for the county's elderly population.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, state and federal employees and officials, media representatives, industry and business

representatives, non-profit agency representatives, contract service providers, representatives of various civic and citizen organizations, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate or influence people, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Program Coordinator (1), Nutrition Supervisor (1), Administrative Assistant (1), Food Service Supervisor (1), Food Service Assistant (1), and other part-time personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.